

2016 Working Days Calendar

See back side for instructions

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
					1	2		1	2	3	4	5	6			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31												
31																																										

January Working Days:
No holidays observed - 21
1 holiday observed - 20
2 holidays observed - 19

January holidays:
New Year's Day - Jan. 1
MLK Jr. Day - Jan. 18

February Working Days:
No holidays observed - 21
1 holiday observed - 20

February holidays:
Presidents Day - Feb. 15

March Working Days:
No holidays observed - 23

April Working Days:
No holidays observed - 21

May Working Days:
No holidays observed - 22
1 holiday observed - 21

May holidays:
Memorial Day - May 30

June Working Days:
No holidays observed - 22

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2	1	2	3	4	5	6							1	2	3						1			1	2	3	4	5				1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
31																					30	31																			

July Working Days:
No holidays observed - 21
1 holiday observed - 20

July holidays:
Independence Day - Jul. 4

August Working Days:
No holidays observed - 23

September Working Days:
No holidays observed - 22
1 holiday observed - 21

September holidays:
Labor Day - Sep. 5

October Working Days:
No holidays observed - 21

November Working Days:
No holidays observed - 22
1 holiday observed - 21
2 holidays observed - 20
3 holidays observed - 19

November holidays:
Veteran's Day - Nov. 11
Thanksgiving Day - Nov. 24
Day after Thanksgiving - Nov. 25

December Working Days:
No holidays observed - 22
1 holiday observed - 21

December holidays:
Christmas - Dec. 26

2016 Working Days Calendar Instructions

The Working Days Calendar provides you with a quick count of the number of working days each month. It is important for you to note that the working days shown may vary from your van's actual operation.

Working Days are the number of actual days that the van is used to commute to work during your usual work schedule (5-day, 4/10, 9/80, etc.). Do not count holidays or regular days off, as those are in excess of your usual commute schedule. Please connect with our Accounting Rideshare Services Representative for further assistance, if needed.

The number of working days you'll see on the calendar assumes a 5-day work week schedule. However, groups on alternative work schedules such as "9/80s," "4/10s," "3-Day" or 7-Day" can also use the Working Days Calendar to record each day the van traveled to and from work.

For example, in January, if your van has either New Year's Day or Martin Luther King Jr.'s Birthday off, 1 holiday is observed and the number of working days is 20. If your van has both New Year's Day and Martin Luther King Jr.'s Birthday off, 2 holidays are observed and the number of working days is 19.

You need the number of working days each month to calculate your group's Allowable Miles. You record the Allowable Miles for the previous month in the Mileage section of your Monthly Report. To calculate Allowable Miles, multiply your group's Daily Round Trip Miles figure (your actual round trip miles rounded up to the nearest multiple of 5) by the number of actual operating days for the month. Vanshare groups record their actual round trip miles and actual operating days.